



## DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF JUSTICE	<b>RELEASE DATE:</b>	Tuesday, April 7, 2009
<b>POSITION TITLE:</b>	Senior Assistant Attorney General, CEA, Government Law Section	<b>FINAL FILING DATE:</b>	Monday, April 20, 2009
<b>CEA LEVEL:</b>	SENIOR ASSISTANT ATTORNEY GENERAL, C.E.A. (5739)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$10,275.00 - \$11,556.00 / Month	<b>BULLETIN ID:</b>	04072009_2

### POSITION DESCRIPTION

Under the direction of the Chief Assistant Attorney General, Civil Law Division, the Senior Assistant Attorney General plans, organizes and directs the work of Government Law Section staff statewide. The Government Law Section represents the six state constitutional officers, the state judicial bodies, the Department of Finance, the Department of General Services, and other various state agencies. Representation by this section involves client advice and consultation, and appearances before state and federal administrative and judicial tribunals. Some client agencies have separate legal staff and, in such cases, representation is primarily for litigation. The Senior Assistant is responsible for supervision of the section's litigation and advice functions; serves as the Attorney General's principal liaison and point of contact for legal services with the section's clients; manages the Attorney General's responsibilities in initiatives and elections; serves as technical and legal advisor to the Attorney General on matters within the section's legal program and on legal issues impacting the Department of Justice; represents the Attorney General before courts, the Legislature, the public and other governmental agencies; consults with the Chief Assistant in the development and formulation of legal and litigation policy and program objectives, personnel management and employee utilization; has principal responsibility for the section's personnel and employee utilization; provides direction and guidance to subordinates through supervising deputy structure; may personally assist subordinates in complex litigation; prepares annual budget requests and performs ongoing programmatic monitoring and reporting functions.

### MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and Ten years of experience performing legal duties, four years of which must be at a level of responsibility equivalent to Deputy Attorney General III. The four years of experience at the Deputy Attorney General III level must be obtained in California state service. Applicants who have completed nine and one-half years of the required total legal experience and three and one-half years of the required experience comparable to the

Deputy Attorney General III level may be admitted into the examination but must complete the required 10 years' total legal experience and the four years of experience at the Deputy Attorney General III level before they will be eligible for appointment.)

Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Scope and character of California statutory law and provisions of the California Constitution; statues and constitutional provisions governing the organization, duties, powers, and conduct of the work of the Attorney General's Office and the Department of Justice; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts in California and the United States and before administrative bodies; organization, functions, and processes of the legislative branch; the State's criminal justice system; legal research methods; methods and problems involved in administering the work of a governmental law office; training principles and techniques in the production of motion pictures, television programs and other training materials; principles of supervision and personnel management; Department's equal employment opportunity Program objectives; a manager's role in the equal employment opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to: Perform and direct legal and programmatic research; plan and direct the activities of a staff of lawyers and other technical personnel; coordinate with other sections of the Department and with local jurisdictions; address an audience effectively; analyze difficult and complex legal problems; and apply legal principles and precedents to particular sets of facts; present statements of fact, law and argument clearly and logically in written and oral form; give advice and assistance as a consultant in a particular field of law; analyze and draft proposed legislative measures; handle difficult legal correspondence; establish and maintain effective communications between legislators, legislative staff members, legislative committees, the Legislative Analyst, professional law enforcement organizations, and other local, State and Federal agencies, and the Department of Justice; win the confidence and respect of members of the legal profession, local law enforcement and criminal justice personnel, and other persons contacted in the course of work; effectively contribute to the Department's equal employment opportunity objectives.

### **DESIRABLE QUALIFICATION(S)**

Knowledge of substantive and procedural law applicable to operation of the section's clients; practical familiarity with administrative, trial court and appellate court practices and procedures as they pertain to the section's representation of its clients; knowledge of and practical familiarity with initiative and election process and litigation in state and federal forums; demonstrated leadership ability, planning and supervisory skills; ability to interact positively and effectively with client representatives, subordinates and other members of Attorney General's Office at all levels; knowledge of policies and operating practices of the Attorney General's Office and other constitutional officers and elected state officials.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Senior**

**Assistant Attorney General, CEA, Government Law Section**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF JUSTICE, Personnel Programs/Testing and Selection Unit  
P. O. Box 944255, Sacramento, CA 94244-2550  
Cheryl Hernandez | 916-323-6960 | [cheryl.hernandez@doj.ca.gov](mailto:cheryl.hernandez@doj.ca.gov)

## **ADDITIONAL INFORMATION**

Questions regarding this examination or position should be directed to Don Hayashida at (916) 324-5043.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s5/s5739.txt>